

## Work Plans

A Board or Commission work plan is a 12-month calendar of the projects and issues the board will be acting on during the year. This includes all routine and non-routine items such as Council study issues that necessitate board review. The following is the process for preparing work plans.

OCTOBER/  
NOVEMBER      Staff should agendaize on the board or commission calendar discussion of the work plan for the coming year no later than October. The board should at that time discuss issues they would like to recommend to City Council for review and rank these issues.

DECEMBER      The City Council takes public testimony on budget and study issues for the coming year at a City Council meeting. Board and Commission members are encouraged to attend. Chairpersons or a designated representative may speak on behalf of the board on specific issues they believe are important to have on the work plan.

JANUARY      Those priority ranked items will be placed on the Council's Study Issues calendar and adopted by the Council. Staff must then coordinate a work plan for the board that is in line with the Council's study issue calendar, such that issues that require board review will be done with sufficient time prior to the issue coming before Council. If the issue is of a sensitive or controversial nature, extra time for review and a joint study session with the Council should be considered.

MARCH      The City Clerk will then prepare an RTC with all the Boards and Commissions work plans for approval by the Council in early March.

Finalized work plans should be submitted in the standardized form. Specific meeting dates and the items to be discussed should be included on the work plan. These should include only those items that are of importance to the Council and be listed in the same text used on the Council Study Issues calendar, so there is clarity as to which item is being addressed.

Items that should be in all Work Plans include:

- Review of Ethics Code
- Public Hearing on Study Issues
- Council Study Issues Workshop
- Joint Sessions with City Council or with other Boards and Commissions

Council approved 2004 Work Plans are attached in the Appendix.

## **BOARDS AND COMMISSIONS WORKS PLANS**

Most of the City's Boards and Commissions are guided by a work plan, a 12-month calendar of projects and issues a particular board or commission will be acting on during the year. This includes all routine items and any non-routine items, such as major study or budget issues.

Annually, the City Council prepares a study issues calendar outlining major issues that will be addressed in the upcoming year. A number of those issues must be reviewed by boards and commissions and are, therefore, scheduled into the appropriate board or commission work plan.

Boards and commissions will discuss potential future work plans to recommend to the City Council. This discussion should be agendized not later than the September meeting. The board or commission must take official action on the work plan by majority vote in October. This will allow at least three months for development of the plan before Council has to finalize the work plan calendar in February. Items that are not on the work plan and require additional staff time or monies may not be undertaken without Council approval.

Public testimony is taken on budget and study issues at a City Council meeting held during the month of November. Board and commission members are encouraged to attend this meeting. It is appropriate for the chairperson or designated representative to make a presentation on a particular issue, if they so desire. The outcome of the issues presented at this Council meeting will be reflected in the work plan.

Staff works very closely with boards and commissions to ensure that all issues are addressed and identified in their work plans. Staff will submit the work plan to the Office of the City Clerk for finalizing into a Report to Council. Once the Study Issues Calendar is adopted by Council in January, boards and commissions can begin working on their scheduled activities.